

CITY OF BURBANK

JAIL MANAGER

DEFINITION

Under direction, to supervise the jail facility and to provide for the safe custody and care of arrested and sentenced persons; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises the daily operation of the jail facility and provides the proper care for arrested and sentenced persons; maintains court liaison with the Burbank Municipal Court, including transporting in-custodies to arraignments, assisting sworn personnel with security for in-custodies at court building, insuring of proper transfers of in-custodies, and the appropriate paperwork to other agencies; arranges for misdemeanor criminal complaints to be filed and delivered to court and makes proper arrangements with authorities regarding prisoners sentenced to the facility; trains, supervises, and evaluates Jailers in the proper procedures for handling prisoners; prepares staff reports for the division; stays updated on pertinent case law and technological advances; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; develops, implements, and enforces jail policies as per California State Board of Corrections guidelines and other guidelines as mandated by law; maintains inventory of supplies; assures of intoxilyzer accuracy; maintains accurate records of the jail's operations, as necessary; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - local, state, and federal laws pertaining to custody and release of prisoners and property.
- Ability to - effectively supervise and evaluate activities of assigned personnel; keep records and maintain statistics; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school or equivalent and three years' experience in the maintenance and operation of a jail facility.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; applicants must possess a Red Cross Standard First Aid certificate and a CPR certificate within one month of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Supervisory experience.